



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date:	May 15, 2009	Closing Date:	May 29, 2009
Job Title:	Constable	Position Type:	Regular Full Time
PIN:	074712	FLSA Status:	Non-Exempt
Location:	District 8, Baltimore County Towson, Maryland	DBM Salary Grade:	13
Financial Disclosure:	No	Entry Range:	\$34,113 - \$42,333 (Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential functions: A District Court Constable is the full performance level of work in the service and execution of civil processes issued by the District Court of Maryland such as: subpoenas, summonses, replevins, landlord complaints, wage and property attachments, and warrants of restitution by evicting tenants from leased premises. Constables are also responsible for advising defendants and other interested parties as to the nature of the civil processes being served. Constables also seize and collect real or personal property and monies, in order to satisfy debts against the judgement debtor and may be required to testify in court. Work involves traveling in all types of weather, and evicting or serving legal papers on individuals who may be hostile and become violent.

Education: High school diploma or GED.

Preferred Experience: Service of summonses, subpoenas, show cause orders, or other legal or court papers, as well as experience in report writing and completing and maintaining accurate activity and mileage records. Must have the ability to control volatile situations and keep a calm demeanor.

Skills/Abilities: Knowledge of standard legal forms and documents used in the District Court as well as the procedures for the service of process. Ability to communicate effectively with the public, to provide information in a courteous and efficient manner both in person and on the telephone. Ability to exercise independent judgement, exercise tact under pressure or in difficult situations with the public, and diffuse situations in which parties are in conflict with each other. Ability to walk and drive in all types of weather. Ability to prepare written reports and to follow written and oral directions. Must possess a motor vehicle operator's license valid in the State of Maryland.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.